

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
*Funding is subject to annual budget allocation by Mayor and Council, potential bond issuance, and the availability of funding from federal and state grants.											
LAND USE											
1.1.	Align zoning and development regulations with Comprehensive Plan.										
1.1.1.	Revise Zoning Ordinance and Code to align City's zoning, development and related regulations with Comprehensive Plan 2034. (consider Unified Development Code)	X	Underway	X					Community Devt, Mayor, Legal	\$100,000	Gen Fund
1.1.a.	Amend zoning map pursuant to 1.1.1.	X	Underway	X					Community Devt	Staff	
1.2.	Address infill compatibility issues in residential areas.										
1.2.1.	Conduct neighborhood specific surveys regarding infill uses for designated neighborhoods in the city.	X	Underway	X					Community Devt	\$30,000	Gen Fund/ CDBG
1.2.2.	Pursue adjustments to City's zoning based on findings of 1.2.1, in coordination with action item 1.1.1.	X	Underway	X					Community Devt	Staff	Gen Fund
1.2.3.	Prepare a small scale neighborhood commercial (node) zoning district. <i>Coordinate with action item 1.1.1., Revise Zoning Ordinance and Code.</i>	X	Underway	X					Community Devt	Staff	Gen Fund
1.3.	Pursue architectural and/or design standards in targeted areas.										
1.3.1.	Develop and adopt an overlay district for the Buford Highway corridor to regulate the form and character of redevelopment in the corridor.	X	Underway	X					City Manager, Devt Authority	\$50,000	Gen Fund
1.3.2.	Investigate possibility of establishing design guidelines for Blackburn Park Neighborhood Center.		Not Started	X					Community Devt	\$25,000	Gen Fund
1.3.2.a.	Investigate possibility of establishing design guidelines for Clairmont Road.	X	Underway	X					City Manager, Devt Authority	\$20,000	Gen Fund
1.4.	Further Brookhaven as a walkable and bikeable community.										
1.4.1.	Establish streetscape standards for major roads within the City's Zoning Ordinance and Code review, requiring street trees and Complete Street principles.	X	Underway	X					Community Devt, Public Works, City Manager	\$50,000	Gen Fund/ Tourism
1.4.1.a.	Establish streetscape standards for Buford Highway.	X	Underway	X					Community Devt, Public Works, City Manager	\$10,000	Gen Fund/ Tourism
1.4.1.b.	Establish streetscape standards for Ashford Dunwoody Road.		Not Started	X					Community Devt, Public Works, City Manager	\$10,000	Gen Fund/ Tourism
1.4.1.c.	Establish streetscape standards for Clairmont Road.	X	Underway	X					Community Devt, Public Works, City Manager	\$10,000	Gen Fund/ Tourism
1.4.1.d.	Establish streetscape standards for Peachtree Road.	X	Underway	X					Community Devt, Public Works, City Manager	\$10,000	Gen Fund/ Tourism

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
1.4.2.	Implement recommendations for new parks, trail systems and improvements to existing parks identified in the Parks and Recreation Master Plan.	X	Underway	X	X	X	X		Parks and Recreation	See Parks and Rec. Master Plan	Gen Fund/ Grants/ User Fees/ Bonds
1.4.3.	Implement recommendations of the Comprehensive Transportation Plan that promotes walkability and bikeability.	X	Underway	X	X	X	X		Community Devt, Public Works, Parks and Rec.	See CTP	Gen Fund/ other sources identified
1.4.4.	Identify opportunities to promote neighborhood commercial centers in targeted areas through incentives or other mechanisms.		Not Started	X	X				City Manager, Devt Authority	Staff	Gen Fund
1.5.	Review tree ordinance (ensure appropriate protection).										
1.5.1.	Review the tree ordinance to ensure that it is working effectively and amend the ordinance if necessary, as a part of task 1.1.1.	X	Completed						Community Devt	\$15,000	Gen Fund
	<i>See related action items under Community Facilities and Resources item 2.2.</i>										
1.6.	Address visual clutter in the community.										
1.6.1.	Continue Code Enforcement efforts.	X	Ongoing	X	X	X	X		Community Devt	Staff	N/A
1.6.2.	Review and amend sign ordinance as needed.	X	Underway	X					Community Devt, Legal	\$25,000	Gen Fund
1.7.	Further health and exercise in the community through supportive infrastructure and design.										
1.7.1.	Consider the adoption of the Ashford Dunwoody Master Active Living Plan and amend the PC zoning district as appropriate.	X	Not Started	X					Community Devt	Staff	Gen Fund
1.7.2.	Consider recommendations of the Master Active Living Plans for the Ashford Dunwoody Study Area and the Buford Highway Corridor Study Area.	X	Ongoing	X	X	X	X		Community Devt	\$50,000	Gen Fund
1.7.3.	Ensure that community gardens and other healthy, local foods initiatives are permitted in City's ordinances.	X	Completed						Community Devt, Legal	Staff	Gen Fund
1.7.4.	Pursue Healthy Communities designation by CDC or other entity (Requires further research by planning team)		Not Started	X					Community Devt	Staff	Gen Fund
1.7.5.	Identify locations for community gardens.	X	Ongoing	X	X	X	X	X	Parks and Rec.	Staff	Gen Fund
1.7.6.	Implement a community garden program.		Not Started	X					Parks and Rec.	\$15,000	Gen Fund
1.8.	Further a live-work-play community by allowing for mixed-use development in appropriate locations.										
1.8.1.	Develop and adopt a new mixed-use zoning district.	X	Underway	X					Community Devt	Staff	Gen Fund
1.8.2.	Identify appropriate locations for community events and gatherings; ensure appropriate activities are permitted, such as temporary sale of alcohol.	X	Underway	X					City Manager, Community Devt, Tourism,	Staff	Gen Fund/ Tourism
1.9.	Manage growth and higher density in city.										
1.9.1.	As a part of action item 1.1.1, review and update City's buffer, transitional height plane, and connectivity requirements for buildings taller than 2 stories.	X	Underway	X					Community Devt	Element of zoning ordinance	Gen Fund

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
1.9.2.	Conduct an update for the Peachtree Brookhaven LCI study, which would include a review of the existing overlay district regulations and recommend necessary changes to be in concert with amended zoning ordinance.	X	Underway	X	X				Community Devt	\$75,000	Gen Fund/ grants
COMMUNITY FACILITIES AND RESOURCES											
2.1.	Preserve the city's tree canopy.										
2.1.1.	Document and complete analysis of City's tree canopy through GIS mapping program.	X	Not Started	X	X	X	X	X	Community Devt, GIS	Staff	Tree Fund
2.1.2.	Hire a Land Development Inspector/Tree Arborist to review trees on public/private property or pursue International Society of Arboriculture certification for a member of staff to serve as a City Arborist	X	Not Started	X					Community Devt	\$60,000	Tree Fund/ Devt permit fees
2.1.3.	Pursue Tree City USA designation with the Arbor Day Foundation.	X	Completed						City Manager, Community Devt	Staff	Gen Fund
2.1.4.	Establish a tree bank planting program.	X	Completed						Community Devt	Staff	Gen Fund
2.2.	Stormwater management - evaluate existing program to ensure sufficient capacity to meet needs.										
2.2.1.	Inventory all impervious surfaces within Brookhaven using GIS or similar method.	X	Not Started	X	X	X	X	X	Community Devt, Public Works	Staff	Gen Fund
2.2.2.	Review City's adopted stormwater management ordinances and update to reflect recommendations of the Metropolitan North Georgia Water Planning District 2009 Watershed Management Plan. <i>Consider incorporation of rain gardens and bio-detention ponds as a stormwater management component and other BMPs.</i>	X	Ongoing	X	X	X	X		Community Devt, Public Works, Legal	Staff	Gen Fund
2.2.3.	Explore conversion of 100 year flood FEMA sites and other vacant lands to stormwater management facilities.		Not Started	X	X	X	X		Public Works	Staff	General Fund/ GEFA/ Stormwater Utility fees
2.3.	Identify infrastructure and utility capacity improvements (water and sanitary sewer) needed to support Future Land Use Plan.										
2.3.1.	Collaborate with DeKalb County regarding water and sewer capacity needs to meet City's Future Land Use Plan, as laid out by the Character Area Map and defining narrative.	X	Ongoing	X	X	X	X		Community Devt, Public Works	Staff	Gen Fund
2.4.	Establish policies for burying utilities along strategic corridors.										
2.4.1.	Enter into discussions with the local electric and communications provider to discuss costs and options for burying utilities.	X	Not Started	X	X	X	X	X	City Manager	Staff	Gen Fund
2.4.1.	As a part of Zoning Ordinance and Code review (see Land Use), provide policies for burying utilities along specific corridors.	X	Underway	X					City Manager, Community Devt, Public Works	\$25,000	Gen Fund
2.5.	Leverage city's creek system for greater access by community, while protecting their long-term health and viability.										
2.5.1.	Implement recommendations of City's Parks and Recreation Master Plan.	X	Underway	X	X	X	X		Parks and Rec.	See PRMP	Multiple sources
2.5.2.	Evaluate stream bank restoration on park property. <i>Coordinate with Parks and Recreation Master Plan.</i>	X	Not Started	X					Parks and Recreation	TBD	Gen Fund, Stormwater Utility Fees, Grants

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
2.5.3.	Deploy stream bank restoration.		Not Started	X	X				Parks and Recreation	TBD	Gen Fund/ Stormwater Utility fees/ Grants
2.6.	Establish a Town Center.										
2.6.1.	Determine components and needs of a Town Center.	X	Underway	X					City Manager, Mayor and Council	Staff	Gen Fund
2.6.2.	Undertake a Master Plan to explore strategic location and desirable attributes of Brookhaven's long-term City Hall and civic area needs.	X	Underway	X					City Manager, Mayor and Council	\$75,000	Gen Fund
2.6.3.	Explore/inventory available sites.		Not Started	X					City Manager, Mayor and Council	TBD	Gen Fund
2.6.4.	Begin process to secure sites for Civic/City Center.		Not Started		X				City Manager, Mayor and Council	TBD	Gen Fund
2.7.	Improve coordination with DeKalb County Schools or consider development of a charter school system.										
2.7.1	Develop a coordination program or memorandum of understanding (MOU) with school boards or system personnel to share information on school siting, forecasts, joint use of facilities, infrastructure plans, bus routes, and safe routes to school.	X	Underway	X					City Manager, Parks and Rec., Community Devt, Public Works, Mayor and Council, Legal	Staff	TBD
2.8.	Document historic resources.										
2.8.1.	Undertake a historic and archeological resource survey (including cemeteries)		Not Started	X	X				Community Devt	\$25,000	Gen Fund/ Grants
2.8.2.	Develop historic guidelines for identified resources.		Not Started		X	X			Community Devt	\$100,000	Gen Fund/ Grants
2.9.	Ensure access to emergency services.										
2.9.1	Evaluate ability to maintain emergency services.	X	Ongoing	X	X	X	X		City Manager, Police, DeKalb County	Staff	Gen Fund
2.9.2.	Implement related recommendations of Comprehensive Transportation Plan.	X	Ongoing	X	X	X	X	X	Public Works, Community Devt	See CTP	Gen Fund/ Grants and aid
ECONOMIC DEVELOPMENT											
3.1.	Continue to enhance, diversify, and attract business establishments and unique restaurants.										
3.1.1.	Inventory current local service establishments and determine if additional services are needed.	X	Underway	X	X	X	X		City Manager, Devt Authority	Staff	Gen Fund

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
3.1.1.a.	Create a citywide Economic Development Plan and Market Strategy.	X	Not Started	X					City Manager, Devt Authority	\$50,000	Gen Fund/ Tourism
3.2.	Identify opportunities for community festivals and events.										
3.2.1.	Convene a committee of local leaders representing diverse constituencies to gain insight on the types of community events they would support and potentially host or sponsor.	X	Completed						City Manager, Tourism Office	Staff	Gen Fund
3.2.2.	Promote and advance these events as a platform to celebrate the various cultures represented within the city.	X	Underway	X	X	X	X		City Manager, Tourism Office	TBD	Gen Fund/ Tourism/ Grants
3.2.3.	Utilize these events to provide an avenue for local business promotion. An event like "Taste of Brookhaven" could highlight the unique restaurants and catering services in town.	X	Underway	X	X	X	X		City Manager, Tourism Office	TBD	Gen Fund/ Tourism/ Grants
3.3.	Use the Buford Highway Economic Development Strategy to drive development of a citywide Economic Development Strategy.										
3.3.1.	Explicitly define the City's vision and core economic development goals to ensure that businesses opening, relocating to, and expanding in Brookhaven create jobs and make investments that are in alignment with those goals.	X	Completed		X				City Manager, Devt Authority	Included in cost of ED Strategy	Gen Fund/ Devt Authority/ Tourism/ Grants
3.3.2.	Identify the most appropriate business sectors to pursue within various areas within the city.	X	Completed	X					City Manager, Devt Authority	Included in cost of ED Strategy	Gen Fund/ Devt Authority/ Tourism/ Grants
3.3.3.	Evaluate economic opportunities in proximity to the DeKalb- Peachtree Airport (PDK).	X	Underway	X					City Manager, Devt Authority	City Manager/ Devt Authority	Gen Fund/ Devt Authority/ Tourism/ Grants
3.4.	Establish additional incentives to encourage sustainable development in the city.										
3.4.1.	Identify impactful incentives that align with economic development goals once they have been established in the citywide Economic Development strategy.	X	Not Started	X					City Manager, Devt Authority	Included in cost of ED Strategy	Gen Fund/ Devt Authority/ Tourism/ Grants
3.4.2.	Consider adopting and implementing an Opportunity Zone.	X	Underway	X					City Manager, Devt Authority	\$25,000	Gen Fund
3.4.3.	Consider adopting and implementing a Tax Allocation District (TAD).	X	Completed	X					City Manager, Legal	TBD	Private sources
3.5.	Identify ways to regularly engage business community in feedback on city needs and concerns and vice versa.										
3.5.1.	Develop a business retention and expansion program to gain feedback on needs and concerns.	X	Not Started	X					City Manager	Staff	General Fund

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
3.5.2.	Develop and continually evaluate the criteria for business retention and expansion visits, in addition to size, and ensure the data that is collected is actionable.	X	Not Started	X	X	X	X		City Manager, State Economic Devt Dept	Staff	Gen Fund/ Grants
3.5.3.	Invest in customer relationship management (CRM) software.	X	Completed						City Manager, IT	\$50,000	Gen Fund
3.5.4.	Maintain a relationship with Brookhaven businesses.	X	Ongoing	X	X	X	X	X	City Manager	Staff	Gen Fund
3.5.5.	Promote and operate the City's business incubation center.	X	Underway	X	X	X	X		City Manager	\$500,000	Gen Fund/ User fees/ Grants
3.6.	Leverage the Brookhaven MARTA station to encourage further desirable development along the Peachtree Corridor.										
3.6.1.	Incorporate relevant components of the Comprehensive Transportation Plan and planned transit-oriented development into Economic Development Strategy.	X	Underway	X	X				City Manager, Devt Authority	Included in cost of ED Strategy	Gen Fund/ Devt Authority
3.7.	Streamline information accessibility between economic development partners and for site selectors and prospective companies.										
3.7.1.	Maintain and leverage a comprehensive, up-to-date database of the City's available and developable real estate portfolio.	X	Ongoing	X	X	X	X		City Manager, Devt Authority, IT	\$35,000/ \$10,000 annually	Devt Authority/ State Econ Devt Dept
3.8.	Ensure a well-rounded view of the city through coordinated data analysis.										
3.8.1.	Maintain data profiles for the website, provide economic- development data analytics for the City, and fulfill data requests from prospective businesses and site selectors.	X	Ongoing	X	X	X	X		City Manager, Community Devt, GIS	\$15,000	Gen Fund/ Grants
3.8.2.	Incorporate examination of national and metrowide best practices and peer city benchmarking into periodic City data analysis.	X	Ongoing	X	X	X	X		City Manager	Staff	Gen Fund
3.8.3.	Partner with the Brookhaven Development Authority, local business leaders, and other potential partners to align economic development goals and metrics.	X	Not Started	X	X	X	X		City Manager, Devt Authority	Staff	Gen Fund
3.8.4.	Develop work program as part of the citywide Economic Development Plan.	X	Not Started	X	X	X	X		City Manager, Devt Authority	Staff	Gen Fund
3.9.	Optimize efforts and resources at county and regional levels										
3.9.1.	Identify programs and funding mechanisms that the City, local business leaders, and other economic development partners can leverage within economic development initiatives.	X	Ongoing	X	X	X	X		City Manager, Devt Authority	Staff	Gen Fund
POPULATION											
4.1.	Complete a strategic wayfinding and branding study for the city that considers signage, lighting and landscaping unique to Brookhaven.										
4.1.1.	Complete strategic wayfinding study for signage.	X	Completed						City Manager, Community Devt	\$30,000	Gen Fund
4.1.2.	Complete strategic lighting and landscaping study for City Rights of Way.	X	Not Started	X					City Manager, Community Devt, Public Works	Staff	Gen Fund

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
4.1.3.	Establish a "Gateway" monument program.	X	Ongoing	X					City Manager, Community Devt, Public Works	\$20,000	Gen Fund
4.1.4.	Implement Phase 1 of 4.1.1, 4.1.2, and 4.1.3.	X	Not Started	X	X	X	X		City Manager, Community Devt, Public Works	TBD	Gen Fund
4.2.	Promote the aging population.										
4.2.1.	Complete the Atlanta Regional Commission Local Government Lifelong Communities Assessment Survey.	X	Not Started	X					Community Devt	Staff	N/A
4.2.2.	Identify appropriate facilities, programs, and policies to further Brookhaven as a Lifelong Community.	X	Ongoing	X	X	X	X		Community Devt	Staff	Gen Fund
4.2.3.	Evaluate codes, services and practices to identify regulatory barriers that obstruct the support of Lifelong Communities Principles.	X	Ongoing	X	X	X	X		Community Devt	See Land Use	Gen Fund
4.3.	Promote opportunities for community members from all districts to serve on boards or committees.										
4.3.1.	Create an application process for citizens interested in serving on appointed boards and commissions.	X	Underway						City Manager	Staff	Gen Fund
4.4.	Enhance City's communications with public.										
4.4.1.	Hold public forums, offering community members an opportunity to learn about government services.	X	Ongoing	X	X	X	X	X	City Manager, All Departments	Staff	Gen Fund
4.4.2.	Establish and regularly update a Residents Page on the City's website that shares information on community events and resident accomplishments.	X	Ongoing	X	X	X	X	X	City Manager, Tourism Office, Communications Dept	Staff	Gen Fund
4.4.3.	Continue to provide e-newsletter option to community members as well as quarterly print newsletters to all community members.	X	Ongoing	X	X	X	X	X	Communications Dept	\$40,000	Gen Fund
4.4.4.	Create a biannual City magazine.	X	Ongoing	X	X	X	X	X	City Manager, Public Relations	\$50,000	Gen Fund/ Ad sales
4.5.	Grow the City's arts and cultural offerings.										
4.5.1.	Develop a public art program via ordinance.	X	Underway						City Manager, Community Devt, Parks and Rec.	Staff	Gen Fund
4.5.2.	Implement a public art program.	X	Underway	X	X	X	X		City Manager, Community Devt, Parks and Rec., Public Works	TBD	Gen Fund/ Grants
4.5.3.	Identify incentives for incorporation of public art in private development; coordinate with action 1.1.1.	X	Underway	X	X	X	X		City Manager, Community Devt	Staff	Gen Fund

Community Work Program 2016-2020



ID	Description of Activity	Timeframe							Responsible Party	Estimated Cost	Potential Funding Source*
		2015	2015 Accomplishments	2016	2017	2018	2019	2020			
4.5.4.	Continue to promote City led or partnered activities and events.	X	Ongoing	X	X	X	X		City Manager, Tourism Office, Communications Dept, Public Relations	Staff	Gen Fund/ Tourism
HOUSING											
5.1.	Allow for diverse housing types to support life-cycle housing needs, such as accessory units, townhomes, assisted living, and a variety of single family and multifamily units.										
5.1.1.	In alignment with Comprehensive Plan, as a part of the City's Zoning Ordinance and 'Development Regulations, ensure that a variety of housing types and densities are available to ensure a full mix of housing is allowed.	X	Underway	X					Community Devt	Element of Zoning Ordinance	Gen Fund
5.1.2.	Complete an analysis to explore application of accessory housing units in different areas of Brookhaven.		Underway	X					Community Devt	Staff	Gen Fund
5.2.	Preserve safe and affordable housing in the community.										
5.2.1.	As multi-family housing redevelops in community, provide incentives for providing affordable housing as a percentage of units.	X	Underway	X	X	X	X		City Manager, Community Devt, Devt Authority	See Land Use	Gen Fund
5.2.2.	Continue code enforcement efforts related to housing.	X	Ongoing	X	X	X	X		Community Devt	Staff	Gen Fund
5.2.2.a.	Add additional code enforcement as necessary.	X	Ongoing	X					Community Devt	\$100,000	Gen Fund
5.2.2.b.	Cross-train police officers for code enforcement needs (after hours).	X	Ongoing	X	X				Community Devt, Police	Staff	Gen Fund
5.2.3.	Continue Police Department's Crime Free Housing Program.	X	Ongoing	X	X	X	X		Police	TBD	Gen Fund/ Grants
5.3.	Work with DeKalb County to target HUD funding for improvement and preservation of affordable housing in city.										
5.3.1.	Complete communitywide audit of city's apartment complexes.		Completed						Community Devt	Staff	N/A
5.3.2.	Conduct interior apartment audit program per ordinance.	X	Ongoing	X	X	X	X		Community Devt	\$50,000 annually	Gen Fund/ CDBG
5.3.3.	Participate in updates to the DeKalb County Consolidated Plan to identify opportunities to meet Brookhaven affordable housing needs.	X	Not Started	X	X	X	X		City Manager	Staff	Gen Fund